



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Program Coordinator</b>
<b>Class Code Number</b>	

### General Statement of Duties

Coordinates, implements, and maintains housing and redevelopment programs for the City; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to coordinate, implement, and maintain housing and redevelopment programs for the City. The work is performed under the supervision and direction of higher level staff as assigned, but considerable leeway is granted for the exercise of independent judgement and initiative. Technical and functional supervision is exercised over other staff as directed. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and in the field.

### Examples of Essential Work (Illustrative Only)

- Coordinates, implements, and maintains City housing and redevelopment programs provided to the local community, including recommending, developing, updating and implementing housing and redevelopment programs, goals, objectives, policies, procedures and priorities as directed;
- Confers with and informs members of the business community (i.e., developers, non-profits, outside agency officials, local housing advocates) and the general public regarding City housing and redevelopment programs, policies, procedures and standards, including establishing and maintaining effective working relationships;
- Prepares and processes loan applications from start to completion for the rehabilitation of real property of targeted income groups, including interviewing applicants, performing intake duties, processing loan applications, evaluating, collecting and verifying application information, explaining the various City Housing and Redevelopment Programs to prospective loan recipients, and taking applications through to the approval process;

## Program Coordinator

- Prepares and processes grant applications; monitors and implements grant funding for City programs in the area of housing and redevelopment (particularly CDBG and HOME grants), including reporting grant funding activities according to applicable grant regulations;
- Implements and monitors procedures for loan/grant closings, including coordinating and interacting with owners and escrow companies, setting up loan collection accounts, and implementing procedures regarding loan/grant defaults, loan extensions, and related monitoring requirements;
- Performs property inspections and develops work write-ups with the property owner's input and approval; monitors adherence to program eligibility and guidelines; prepares rehabilitation contracting documents, and monitors the bidding process and work;
- Facilitates resolution of contract disputes between homeowners and contractors; disburses funds to contractors for work completed, including providing the final accounting of loan proceeds, and adjusting and documenting changes to Note as required;
- Prepares written staff reports and agenda items regarding various housing and redevelopment projects for the City Council and various committees and advisory boards, including the Housing Advisory Board; prepares marketing and information materials to promote housing programs (i.e., brochures, handouts, news releases);
- Establishes and maintains records and files for City rehabilitation and redevelopment programs, including all documentation regarding loans, contracting agreements, and fund disbursements;
- Participates in field survey work, including gathering data for State and Federal grant applications and provides information and statistics to Planning staff to assist in the update of the Housing Element;
- Participates in the preparation and monitoring of the annual budget for various housing and redevelopment programs;
- Exercises technical and functional supervision over other staff as directed;
- Acts as the City's representative and liaison on relevant topics, including but not limited to, responding to questions and comments from the public in a courteous and timely manner; collaborating with involved parties to reach resolutions on identified issues; speaking in public and making public presentations;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Performs other directly related duties consistent with the role and function of the classification.

<b>Required Knowledge, Skills, and Abilities</b>
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- Substantial knowledge of City, State, and Federal housing and redevelopment program guidelines;
- Substantial knowledge of pertinent Federal, State, and local laws, codes, and regulations;

## Program Coordinator

- Substantial knowledge of City operations, policies, and procedures;
- Substantial knowledge of lending procedures and eligibility requirements;
- Substantial knowledge of policy development and implementation of housing and redevelopment programs and activities;
- Substantial knowledge of real estate loan practices and procedures for packaging and processing loans;
- Substantial knowledge of escrow procedures;
- Substantial knowledge of grant preparation, processing, and administration;
- Substantial knowledge of recent developments, current literature, and sources of information related to housing and redevelopment programs;
- Substantial knowledge of arithmetic computations, and techniques and methods for technical and statistical analysis;
- Some knowledge of basic construction and rehabilitation methods;
- Substantial knowledge of budget preparation and monitoring;
- Substantial knowledge of modern office equipment, practices and procedures;
- Ability to coordinate, implement, and monitor housing and redevelopment programs in accordance with federal, state, and local rules and regulations;
- Ability to evaluate applicant personal and financial data and assemble loan packages;
- Ability to read, comprehend, and translate blueprints, plans, and related items;
- Ability to work independently with minimum supervision;
- Ability to participate in the preparation and monitoring of the annual budget for various housing and redevelopment programs;
- Ability to provide technical and functional supervision over other staff as directed;
- Ability to negotiate disputes and differences with owners, tenants, contractors and the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Public Administration, Business Administration, Economics, or a related field;

## Program Coordinator

- At least three years housing and redevelopment program experience and extensive public contact.

<b>Required Special Qualifications</b>
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- Valid Class C California State Driver's license.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in an office environment and in the field.